

EMPLOYEE APPLICATION FOR REIMBURSEMENT OF EXPENSES INCURRED UPON SALE OR PURCHASE (OR BOTH) OF RESIDENCE UPON CHANGE OF OFFICIAL STATION

(See instructions at bottom of page)

I. EMPLOYEE — CLAIMANT:

NAME

Check applicable box if earlier claim for real estate expenses submitted for this transfer.

☐ YES ☐ NO

II. TRANSFER DATA:

OLD OFFICIAL STATION	NEW OFFICIAL STATION	DATE OF NOTIFICATION OF TRANSFER
TRAVEL AUTHORIZATION DATE	DATE REPORTED FOR DUTY AT NEW OFFICIAL STATION	DATE SERVICE AGREEMENT SIGNED

III. RESIDENCE PROPERTY DATA:

(AT OLD OFFICIAL STATION)

(AT NEW OFFICIAL STATION)

COMPLETE ADDRESS OF RESIDENCE		
NUMBER OF DWELLING UNITS ON PROPERTY		
SALE AND/OR PURCHASE PRICE		
DATE OF CLOSING OR SETTLEMENT		
AMOUNT OF EXPENSE BEING CLAIMED		
EMPLOYEE CERTIFICATION(S):	I hereby certify that the amount claimed in connection with the above sale represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and that the property was my residence when I was first definitely informed of my transfer. _____ (Signature of Employee) (Date)	I hereby certify that the amount claimed in connection with the above purchase represents only amounts actually paid by me and that title to the property is in my name and/or a member of my immediate family and is my new residence. _____ (Signature of Employee) (Date)

IV. APPROVALS:

A. SALE EXPENSES —

The expenses of the sale applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a seller in the locality where the property is located.

☐ As claimed
☐ As reduced, per attached memo

(Signature) (Date)

(Title)

B. PURCHASE EXPENSES —

The expenses of the purchase applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a buyer in the locality where the property is located.

☐ As claimed
☐ As reduced, per attached memo

(Signature) (Date)

(Title)

C. FINAL ADMINISTRATIVE APPROVAL (FINANCE OFFICE) FOR PAYMENT —

Payment of this claim is approved in the amount of:

\$ _____

If amount approved is less than amount claimed, see attached voucher difference statement.

(Signature) (Date)

(Title)

INSTRUCTIONS

EMPLOYEE — CLAIMANT

1. Prepare application in triplicate (if your office requires a file copy), completing Parts I, II, and III of face and enter all applicable amounts and totals on reverse side.
2. Attach one complete set of documents required to support claim—sales agreement between buyer and seller, settlement or loan closing statement, invoices and statements to support other items claimed for reimbursement, etc. These should be photocopies, as they will not be returned. Be sure you have signed the employee certification(s).
3. Prepare and attach CD-370, travel voucher form. (Record total amounts claimed on this form on the travel voucher.)
4. Submit original and first copy of application and supporting documentation, together with form CD-370, to the head of your office at new official station or to the appropriate official designated by your department or bureau. Retain second copy of the application. Any third copy would be retained for office files, if required.

APPROVING OFFICIAL AT NEW OFFICIAL DUTY STATION

1. For Sales: Send original and copy of the application, travel voucher and supporting documentation, to the head of the office at the locality of the claimant's old official station, for handling and execution of the approval, unless bureau review and approval functions are performed elsewhere. (See item IV.A.)
2. For Purchases: Approval of the claim must be executed by the head of the office, or designee, at the locality of the claimant's new official station, unless bureau review and approval functions are performed elsewhere. (See item IV.B.)
3. Final administrative approval of payment of the claim must be executed by an appropriate approving official at the designated Administrative Service Center Finance Office. (See item IV.C.) Such official shall independently determine, in accordance with the provisions of the Federal Travel Regulations (FTR 302), the propriety of all reimbursements claimed.
4. Technical assistance in determining the reasonableness of an expense, as well as answers concerning local custom and practices with respect to the charging of closing costs, may be obtained from the local or area office of the Department of Housing and Urban Development (HUD) serving the area in which the expense occurred. Refer to FTR 302-11 for details.

**COSTS INCURRED AND PAID IN SELLING RESIDENCE AT OLD OFFICIAL
STATION OR PURCHASING RESIDENCE AT NEW OFFICIAL STATION LOCATION (OR BOTH)**

ITEM	EXPLANATION	FORMER RESIDENCE	NEW RESIDENCE
1.	BROKERAGE FEES: The sales commission paid to a broker or real estate agent for selling former residence. Also, fees for listing a residence and payment for multiple listing service, if not included in commission paid to the broker or agent.	\$	
2.	ADVERTISING: Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent.	\$	
3.	APPRAISAL FEE: The amount paid to a professional appraiser for establishing a suggested sale price for the residence.	\$	
4.	LEGAL AND RELATED COSTS: The amounts paid for costs of (1) searching title, preparing abstract, and legal fees for a title opinion, or (2) costs of preparing conveyances, other instruments, and contracts; related notary fees; costs of making surveys, preparing drawings or plats, recording fees and recording taxes or other charges paid incident to recordation (e.g., mortgage discharge recording fees); etc.	\$	\$
5.	MISCELLANEOUS COSTS: Amounts paid in connection with sale of former residence and purchase of a new residence. <i>(Normally, these expenses (except A.) are paid by the purchaser; however, depending on local custom and practice, the seller may be required to pay some of them.)</i>		
A.	PREPAYMENT CHARGE: The amount paid as required in the mortgage or other security instrument as a charge for prepayment; or if not specifically required by the mortgage instrument, yet customarily charged by the lender, the amount paid limited to 3 months prevailing interest on the loan balance.	\$	
B.	LENDER'S APPRAISAL FEE: The amount paid for the mortgagee-lender's charge for residence appraisal.	\$	\$
C.	LOAN ORIGATION FEE: The amount paid for the loan origination fee not in excess of 1% without itemization of the lender's administrative charges. <i>Reimbursement may exceed 1% only if employee shows by clear and convincing evidence that the higher rate does not include prepaid interest, points, or a mortgage discount; AND that the higher rate is customarily charged in the locality where the residence is located.</i>	\$	\$
D.	FHA OR VA APPLICATION FEE: The amount paid. <i>(FHA/VA Funding Fee is not reimbursable).</i>	\$	\$
E.	CERTIFICATIONS: The amount paid for any required certifications as to structural soundness or physical condition of property, when required by mortgagee-lender, FHA or VA.	\$	\$
F.	CREDIT REPORT: The amount paid for credit or factual data report on the buyer, if required by mortgagee-lender, FHA or VA.	\$	\$
G.	MORTGAGE TITLE POLICY: The amount paid for mortgage <i>(or lender's)</i> title insurance policy <i>(as distinguished from a mortgage insurance policy on the life of the borrower)</i> and owner's title insurance policy, provided it is a prerequisite to financing or transfer of the property.	\$	\$
H.	ESCROW AGENT'S FEE: The amount paid to an escrow agent, title company, or similar entity for closing a real estate transaction.		\$
I.	STATE REVENUE STAMPS: The amount paid.	\$	\$
J.	SALES OR TRANSFER TAXES; MORTGAGE TAX, IF ANY: The amount paid.	\$	\$
6.	OTHER INCIDENTAL EXPENSES: Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above <i>(itemize and explain; if necessary, attach separate sheet).</i>	\$	\$
TOTAL — FORMER RESIDENCE		\$ 1-3	
TOTAL — NEW RESIDENCE			\$ 2-3

NOTE: In accordance with the real estate expense provisions of the FTR, costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, interest on loans, points, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. Notwithstanding the above, no fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321 and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System.

FOOTNOTES:

¹ The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 10% of the sale price, or the current maximum dollar amount specified by FTR 302-6.2(g), whichever is the smaller.

² The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 5% of purchase price, or the current maximum dollar amount specified by FTR 302-6.2(g), whichever is the smaller.

³ If property is multiple family unit type *(excluding condominium)*, or includes land or buildings in excess of that which relates to the residence site, expenses will be prorated and allowed for the residence and its site only.